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Weekly H1N1 Doses Administered Reporting: Questions and Answers

1. Who needs to report H1N1 doses administered?

All practices and facilities that enrolled and ordered H1N1 vaccine through the Rhode Island Department of Health (HEALTH)'s H1N1 website must report H1N1 doses administered on a weekly basis, beginning the first Monday after they first receive H1N1 vaccine.

2. Why do I need to report H1N1 doses administered?

Reporting H1N1 doses administered is a requirement for participation in the vaccine program. HEALTH monitors these reports closely and makes decisions about vaccine allocation, redistribution between practices, and changes in priority groups based on the uptake of vaccine in each of your practices. Failure to report administered doses in a timely fashion may result in a delay in further shipments of H1N1 vaccine.

3. Where do I report H1N1 doses administered?

Report aggregate H1N1 doses administered by age group and dose number at <http://pandemic.health.ri.gov/h1n1/>. Click on "Weekly Provider Doses Administered Reporting" and log in by entering your H1N1 Pin Number and Lead Vaccine Provider License Number. This is the same information you entered to order H1N1 vaccine and can be found on your printed "Congratulations" page from the enrollment process.

4. When do I need to report H1N1 doses administered?

Providers must report all doses administered for the previous week (Sunday through Saturday 11:59 p.m.) by Monday at 11:59pm. The reporting page lists the dates of the period for which you are reporting.

5. What if I didn't administer any doses of H1N1 vaccine last week?

You still need to report by entering "0" in each of the reporting boxes and clicking "Save." Zero doses might be administered during a reporting period if you are temporarily out of vaccine, just received a new shipment, or didn't see patients for H1N1 vaccination during that time period.

6. Can I report H1N1 doses administered before Sunday or Monday?

Yes, you can report H1N1 doses administered at any time, as long as you includes all H1N1 doses administered for the reporting time period posted on the page (Sunday through Saturday 11:59 p.m.).

7. What if I miss the reporting deadline?

If the deadline for the reporting period has ended, add any doses that were administered during that time period to the next week's report.

8. What do I do if there are past doses of H1N1 vaccine that I didn't report?

Adjust your next report to add any doses previously not accounted for. All doses of H1N1 vaccine that your practice received should either be accounted for in the weekly reports or still be in your inventory.

9. How will I know what I've previously reported?

At the bottom of the reporting page, you will find a listing of all doses previously reported and the time period for which they were reported.

10. What do I do when I am finished administering H1N1 vaccine for the season?

Log in to the weekly H1N1 doses administered reporting site and check the box in the lower right-hand corner that says “This is a final report for the season.” Only check this box when no further doses will be administered by your practice this flu season. You will be asked to list any remaining vaccine inventory.

11. Do I need to report to the H1N1 doses administered reporting site if I already report H1N1 doses administered to KIDSNET (HEALTH’s childhood vaccine reporting system)?

Yes. Doses of H1N1 vaccine administered to individuals younger than 19 years of age need to be reported to both KIDSNET and to the H1N1 doses administered reporting site. HEALTH uses this information for different purposes. For questions about KIDSNET contact Janet Limoges at (401) 222-1026.